

*Please respond to each question using the same numbering system to correspond with your information (i.e. 1 through 14). Submit the completed Targeted Industry Incentive Application in a word processing program via e-mail to [Tamee Roberts](#) a minimum of 3 weeks prior to the board meeting which normally meets on the 3rd Friday of every month (See [Application Deadlines](#) for specific dates).*

This Application is for:

- ☐ Industrial Assistance Fund  
☐ Custom Fit Training Program  
☐ Industrial Assistance Fund **and** Custom Fit Training Program

1. List your company name, mailing and street address, telephone number, fax number, federal tax ID number, and contact person's name.
2. Describe the history of the company, its products, services and markets
3. Outline management strengths and experience; and describe the history of your company, its products, services, and markets.
4. Submit a business plan/detailed summary of the expansion or relocation including the following:
  - A. Explain the type of operation and reason for expansion;
  - B. List the number of new jobs created, average salary (excluding benefits), and benefits as a percentage of the salary. Please specify the projected employment positions at a salary level that meets or exceeds 125% of the [county median](#). The incentive award is based on these salary level positions. ([review contract](#))
  - C. List the number of projected new jobs which will meet or exceed the appropriate county median. [View the current information on the County Median Wages page.](#)
  - D. Summarize the costs of this project and the timeline.
5. List the amount of incentive requested, use of proceeds, basis of request (e.g. \$32,000 for 32 new employees), and time line of decision.
6. Explain why your company wants to relocate from out-of-state to rural Utah, or why expand off the Wasatch Front.
7. Have you applied for or received any other government funding?
8. Specifically describe how the IAF incentive would result in an extraordinary relocation or expansion which is outside the normal course of your business. Answer the following questions:
  - A. How would this assistance be a "valid incentive" in your decision making?

B. How important is this incentive in the decision?

9. List the positive effects your business operation would have on the community.
10. List the negative effects your business operation would have on the community (including environmental issues which would be addressed).
11. List all outstanding material issues facing your company which could have a negative impact.
12. List other city/county, federal, and private incentives offered (if any). List incentives offered by competitive out-of-state alternatives.
13. Include company brochures, articles, recognitions.
14. Include all financial statements, profits & loss statements, and current balance sheet (past three years and year-to-date).
15. Provide trade and credit references.
16. Submit a completed Fiscal Impact Questionnaire. To receive the questionnaire and directions, send an e-mail message to [Tamee Roberts](#) and specify the "Fiscal Impact Questionnaire" or "FIQ".

**If applying for [Custom Fit Training](#) Program, please answer Questions 17 through 20.**

17. A detailed outline of training needs, including:

- A. Type and scope of the training requested,
- B. Job titles,
- C. Proposed beginning date and ending date of training,
- D. Total number of trainees to be trained,
- E. Total number of hours of training,
- F. Who will provide the training,
- G. Whether training takes place on site or off site
- H. Whether the training requested will include a certification,
- I. Whether the training will result in a wage increase for the employee, and
- J. Other information.

18. If the DBED Custom Fit Training Program requested is for in-house training, please describe in detail the type and scope of training, including the curriculum, training materials, name and qualifications of all instructors, and evaluation and assessment procedures.

19 .Cost of training, including:

- A.Assessment/evaluation,
- B.Curriculum development,
- C.Books and related supplies,
- D.Instruction (include subject and instructor), and
- E.Other costs.

20. The Custom Fit Committee endorses the philosophy of using company contributions together with DBED Custom Fit funds to enlarge available training resources and maximize customized training opportunities. Please list the anticipated company contribution to Custom Fit training expenses.

21. Other information you deem necessary

Submit 14 copies of any non-electronic supporting materials to:

**John R. Homer, Director**  
Utah Incentive Funds  
324 South State Street, Suite 500  
Salt Lake City, UT 84111  
Phone: (801) 538-8716  
Fax: (801) 538-8888  
E-mail: [jhomer@dc.ed.state.ut.us](mailto:jhomer@dc.ed.state.ut.us)